1.8 APPROVAL AND USE OF OFFICIAL MONITORING AND CONTROL SYSTEMS

Responsible officials must follow proper procedures in handling proposals for elevator-provided electronic control and monitoring systems. This assures official supervision is properly maintained when automating a system to change functions normally performed by official personnel.

a. Field Management Division (FMD) Responsibilities

(1) Provide parameters for use as guidelines in developing automation systems proposals.

(2) Review automation proposals from the grain industry.

(3) Approve/disapprove initial automation proposals.

(4) Provide official personnel with information on the intentions of the grain industry to automate elevators within their area.

(5) Update the automation parameters to reflect changes in technology and industry practices.

(6) Oversee installations and provide technical guidance to facilitate the installation, approval, and operation of automated weighing and material handling systems.

(7) Provide security guidance for automated weighing and material handling systems and update security measures in response to changes in technology and industry practices.

(8) Provide an outline for Standard Operating Procedures (SOP) and assist in developing these procedures.

(9) Approve/disapprove revisions and/or modifications to already approved automated systems.

b. FGIS Field Offices and Agency Manager Responsibilities

(1) Make initial survey of automated weighing sites and evaluate official equipment and staffing needs.

(2) Inform employee representatives of industry and agency intentions regarding use of automation.

(3) Designate an "Automation Project Leader" whose duties include but are not limited to the, following functions.

(a) Provide liaison between the Weighing and Equipment Branch (WEB), field office, and the elevator during the installation of automated equipment.

(b) Write and publish a SOP using the outline provided by WEB's engineering staff.

(c) Assist in developing training aids for field office personnel and perform approval testing of equipment and software.

(d) Provide training in the operation of automated systems with technical assistance from WEB's engineering staff.

(e) Offer suggestions to improve the installation, operation, or security of automated official equipment.

(4) Check and maintain security of the systems, including but not limited to:

(a) hardware locks and seals;

(b) software modifications;

(c) password security and revisions; and

(d) approve, document, and monitor any changes made to the scales or material handling systems.

(5) Perform periodic system tests to assure system integrity, security, and correct operation (6 month check).

(6) Provide final approval that the automated system meets the needs of the field office for providing official service.

c. Facility Responsibilities

(1) Provide FGIS with a detailed initial automation proposal.

(2) Provide FGIS with a complete hardware and software design specification.

(3) Provide complete documentation on any changes to hardware, software, and operations from the original proposal.

(4) Assure all automation hardware and software comply with FGIS requirements.

(5) Provide FGIS with a complete final hardware and final software design specification.

(6) Provide assistance in training of official personnel by making the system and all necessary equipment available for initial and ongoing training as determined by FGIS.

d. Recommended Project Outline for Automation Approval

(1) Official Proposal from Elevator

(a) Initial contact made with local field office.

(b) Review and evaluation by WEB.

(c) Written approval/disapproval of proposal from WEB.

(d) Information to field office from WEB.

(2) Technical Oversight Provided by WEB

(a) Checks of proposed security measures.

(b) Instruction to field office on system parameters.

(c) Guidance to facility on system installation (aided by field office).

(d) Initial system inspections (aided by field office).

(3) Hardware and Software Installation by Elevator.

(4) Final Testing and Approval by Field Office and WEB

(a) Six-month evaluation testing monitored by field office.

(b) Training of FGIS inspectors provided by field office and WEB.

(c) Errors in the system recorded and reported by field office.

(d) All reported system problems corrected by elevator.

(e) System approval given by field office and WEB.

(f) Final approval for official weighing given by FOM.

(g) Written final acceptance from FMD to elevator

(5) Completion of All Documentation.

(a) Necessary documentation from all parties -- elevator, field office, and WEB.

(b) For future use in evaluation and testing.